

763510/01/02

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **CONSTRUCTION CONTRACTS ADMINISTRATOR**

DEFINITION

Under general direction, to plan, direct, supervise, and review the activities of the Public Works Inspection and Contract Administration section; to provide professional and technical staff assistance; and to do related work as required.

REPORTS TO: Deputy Public Works Director - Engineering

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Public Works Director - Engineering. Exercises general direction over professional, technical and administrative support staff, as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Develop and implement goals, objectives, policies and priorities.
- Supervise, coordinate, and review all public works inspection, permitting, and contract administration activities; determine scope of projects; review plans of private contractors; make technical decisions; and establish technical criteria and standards.
- Oversee construction management services for large annual capital improvement budget and multiple complex projects, as well as for private development improvement projects; manage financial process and requirements for reimbursement of annual federal and state funding; prepare and finalize contractor construction payments for City capital improvements projects; prepare for approval all construction contract change orders.
- Issue construction and grading permits for all private development street, sewer, storm drain and grading projects; assist Deputy Public Works Director - Engineering in establishing construction related conditions for development projects; assign and schedule inspection activities including material testing for development projects as required.
- Prepare and review written departmental emergency procedures and implementation; serve as director of the Public Works Branch in the City's Emergency Preparedness Plan; direct various essential Public Works activities in the event of an emergency.
- Prepare, review, and revise written policies and procedures for construction inspection and contract administration methods and procedures; testify in court on behalf of the City in regards to construction contract related actions.
- Assist in resolving work problems and interpret departmental policies to subordinates, other departments, and the public. Confer with contractors and engineers regarding proposals, specifications, and project problems; confer with community groups regarding proposed improvements.
- Coordinate Inspection and Contract Administration Section activities with other City departments, divisions, sections and with outside agencies.
- Prepare a variety of reports, correspondence and special studies.

- Respond to difficult citizen inquiries and complaints.
- Represent the City at a variety of meetings.
- Supervise and participate in the preparation and administration of the section budget.
- Select, supervise, train and evaluate technical and professional subordinates.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities involved in a public works and capital improvements contract administration function.
- Advanced principles of inspection, permitting, plan check, and construction contract administration.
- Public Works construction inspection techniques and practices.
- Principles of supervision, training, and performance evaluation.
- Construction standards.
- Pertinent federal, state, and local laws, codes and regulations.
- Administrative and technical report preparation principles.
- Principles and procedures of financial record keeping and reporting.
- Principles of budget administration.
- Personal computer operation and applicable software applications.

Ability to:

- Supervise, organize, and review the work of professional staff.
- Select, train and evaluate staff.
- Interpret and explain City contract administration and inspection policies and procedures.
- Prepare clear and concise technical, financial and administrative reports.
- Administer a budget.
- Review and interpret engineering plans, specifications, and estimates of public work projects.
- Administer and monitor complex public works and capital improvements construction project contracts.
- Perform technical research and resolve contract administration problems.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contracted in the course of work including the public, contractors and City staff.
- Operate a personal computer and database, spreadsheet, and word processing programs including project management, construction scheduling, pavement management, and permit tracking.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree in engineering, architecture, construction management, public or business administration, or a closely related field.

Experience: A minimum of five years of professional level experience related to public works construction management, project management and the administration of capital improvement projects. Additional qualifying experience may be substituted for the education requirement on a year-for-year basis.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Construction Contracts Administrator

TO: Deputy Public Works Director - Engineering